

**STATE MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS ALABAMA NATIONAL GUARD
P.O. BOX 3711
MONTGOMERY, ALABAMA 36109-0711**

JFHQ-AL

4 Feb 2006

Memorandum For All Alabama National Guard Units, Facilities and Activities

SUBJECT: Work Schedule Policy

1. This letter clarifies my policy on work schedules for all full-time support personnel who work either the standard 5 day workweek or the compressed 4 day schedule. It applies to both Air National Guard and Army National Guard employees.
2. There will be no further changes of organizations from the 5 day workweek to a 4 day week without my approval. Supervisors have the flexibility to set the workday's report and end times for their employees within the following parameters:
 - a. The earliest report time will be 0700.
 - b. The latest that the duty day will end is 1800.
 - c. All employees will be scheduled for at least a 30 minute lunch break each day.
3. Scheduling of duty hours, to include length of lunch breaks, remains the responsibility of supervisors and their chain of command. While I encourage supervisors and managers to consider individual employees needs when setting duty hours, it is imperative that the mission be the predominate consideration in deciding all work schedules.
4. If this policy causes the work schedule of any bargaining unit member to be changed, you must comply with the Collective Bargaining Agreement (Union Contract) when implementing those changes.



C. MARK BOWEN
Major General, AL ARNG
The Adjutant General